

**STATE
OF
ARKANSAS
ELECTION OFFICIAL TRAINING
WORKBOOK**

A Guide to Assist Election Officials on Election Day



Provided by the:
State Board of Election Commissioners
501 Woodlane, Suite 122
Little Rock, AR 72201
1-800-411-6996

2004 Edition

The State Board of Election Commissioners is charged with conducting statewide training of election officials and county election commissioners prior to regularly scheduled preferential primary elections, developing procedures for monitoring attendance, and determining the method and amount of compensation for attending training.

Pursuant to the “Rules for Election Officials Training” that were officially promulgated by the State Board under the administrative Procedure Act, the county board of election commissioners for each county shall designate two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners for the purpose of being certified by the State Board as election official trainers for the county.

Pursuant to Arkansas Code Annotated § 7-4-109, the county board of election commissioners for each county must designate two (2) election officials per polling site to attend election official training conducted by certified trainers and coordinated by the State Board of Election Commissioners.

Pursuant to Arkansas Code Annotated § 7-4-107(b)(1)(B) at least one (1) election official at each polling site on election day must have attended election training coordinated by the State Board.

Election official training was developed by the State Board of Election Commissioners to:

- outline election duties and responsibilities of election officials,
- outline legal procedures before, during, and after polling hours,
- outline potential voting day dilemmas and their solutions,
- outline procedures for conducting elections pursuant to the National Voter Registration Act of 1993 and the Help America Vote Act of 2002,
- outline poll watcher and electioneering guidelines, and
- answer commonly asked questions.

The State of Arkansas' election official training is available to all election officials for assistance in efficiently and effectively executing election day duties and responsibilities.

Thank you for your cooperation, patronage, and service as an election official for the State of Arkansas. Good Luck on Election Day!

Table of Contents

Sections

I.	General Information	4-7
II.	Before the Polls Open	8-13
III.	During Election Hours	14-17
IV.	Fail-Safe Voting	18-19
V.	Poll Watchers' Rights and Responsibilities	20
VI.	Provisional Ballots	21
VII.	Electioneering	23
VIII.	Closing the Polls	24-27
IX.	Forms	28

Section One

General Information

Who is the State Board of Election Commissioners?

The State Board of Election Commissioners consists of a six (6) member staff, with the director serving at the pleasure of a seven (7) member Board. The Board is comprised of:

- the Secretary of State serving as Chair of the Board,
- one person designated by the chair of the State Democratic Party,
- one person designated by the chair of the State Republican Party,
- one person chosen by the President Pro Tempore of the Senate,
- one person chosen by the Speaker of the House of Representatives,
- two (2) persons chosen by the Governor, one (1) of whom shall be a county clerk and one (1) of whom shall have formerly served for at least three (3) years as a county election commissioner.

What are the responsibilities of the State Board of Election Commissioners?

The State Board of Election Commissioners is charged with various election-related responsibilities including:

- funding political party primary elections, nonpartisan judicial general elections, and statewide special elections, including establishing filing fees for nonpartisan judicial offices for covering the cost of election expenses,
- publishing a candidate handbook outlining the legal obligations of candidates running for public office,
- coordinating and conducting statewide training for election officials and county election commissioners, including adopting rules and developing procedures for monitoring attendance and determining the method and amount of compensation for attendance,
- monitoring all election law-related legislation,
- formulating, adopting, and promulgating all necessary rules and regulations to assure fair and orderly elections,
- assisting county election commissioners in implementing Title II requirements of the Americans with Disabilities Act,
- appointing certified election monitors for the purpose of observing the conduct of an election and reporting to the State Board, upon a determination of necessity by the State Board,
- assisting the county election commissions in the performance of administrative election duties, if required,
- approving third member appointments to the county election commissions,
- examining, approving and certifying new election equipment,

- reviewing and certifying the names and titles of candidates filing for federal, state, or district office to the Secretary of State, and
- investigating alleged violations, rendering findings and imposing disciplinary action for violations of election and voter registration laws, including the imposition of fines.

Who is the County Board of Election Commissioners?

County election commissioners are local election officials responsible for conducting all elections in their respective counties. Each of the 75 counties in the State of Arkansas has a county board of election commissioners comprised of three (3) members:

- one member appointed by the county committee of the majority party (generally, the county committee chair),
- one member appointed by the county committee of the minority party (generally the county committee chair), and
- one member appointed by the State Board of Election Commissioners from a certified list of five nominees submitted by the county committee of the majority party.

Majority Party Member

Name: _____ Phone: _____

Minority Party Member

Name: _____ Phone: _____

Third Member

Name: _____ Phone: _____

What are the responsibilities of the County Board of Election Commissioners?

The County Board's responsibilities include:

- altering the boundaries of existing election precincts,
- establishing new election precincts,
- establishing a polling site for each election precinct,
- selecting and appointing election officials,
- providing public notice of the date of the election, hours of voting on election day and polling sites for holding elections,
- providing public notice of the candidates and offices to be elected,
- conducting off-site early voting, if so decided,
- providing ballots for absentee and early voting and voting on election day,
- preparing, testing and demonstrating voting equipment,
- providing election materials to the election officials,
- completing a canvass of the returns of any election,
- certifying the results of elections, and

- providing a recount of the returns upon the petition of a candidate or upon its own motion.

Who are election officials and what are their qualifications?

An election official is any person who is a member of the county board of election commissioners or any person designated by the county board of election commissioners as a poll worker.

Election officials designated as poll workers:

- must be qualified electors of this state,
- must be able to read and write the English language,
- must be residents of the precincts in which they serve at the time of their appointment, unless it is impossible to obtain qualified election officials for any precinct, in which case the county board can designate other qualified citizens of the county to serve in the precinct,
- must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state,
- must not be paid employees of any political party,
- must not be paid employees of any person running for any office,
- must not be married to or related within the second degree of consanguinity to any candidate running for office in the current election if objection is made to the county board of election commissioners within ten (10) calendar days after the posting or publishing of the list of election officials,
- must not hold at the time of the election any office, appointment, or employment in federal, state, county, or city government,
- must not hold at the time of the election any office, appointment, or employment with any municipal board, commission, or trust in any city, except justices of the peace, aldermen, notaries public, and members of the military,
- must not be candidates for any office to be filled at an election at which they shall serve,
- may be high school or college students paid to be poll workers if over 18 years of age and meet all other qualifications of an election official, and
- may serve as unpaid election pages if under 18 years of age.

What are the major types of elections?

Primary Elections

- Include preferential primary elections and general primary (runoff) elections
- Any election held by a political party for the purpose of selecting party nominees as candidates for election at any general or special election for any federal, state, district, county, township, and municipal office
- Primary elections are held in May on the Tuesday three (3) weeks prior to the general primary (runoff) election.
- General primary (runoff) elections are held on the second Tuesday in June preceding the general election.

General Elections

- Include general and general runoff elections (county & municipal office only)
- Regular biennial elections for the purpose of electing federal, state, district, county, township, and municipal officials, and for the purpose of submitting proposed amendments to the Arkansas Constitution or other questions to a vote of the people.
- General elections are held in even-numbered years on the Tuesday next after the first Monday in November.
- General runoff elections are held three (3) weeks following the date of the general election.

Nonpartisan Judicial Elections

- Elections for the purpose of filling the nonpartisan offices of Supreme Court Justice, Judge of the Court of Appeals, circuit judge, and district judge (formerly municipal judge)
- General elections for nonpartisan judicial offices are held on the same dates and at the same times and places as provided by law for preferential primary elections.
- Runoff elections for nonpartisan judicial offices are held on the same date and at the same times and places as the November general election.

Special Elections

- Elections for the purpose of filling vacancies in federal, state, district, county, township, and municipal offices, or for the purpose of approving any measure.
- Special elections to fill vacancies or to resolve a tie are held on the second Tuesday of any month at the time specified in the proclamation issued by the appropriate constituted authority, but no earlier than thirty (30) days following the issuance of the proclamation. This does not apply to special-issue elections, such as special tax elections.

School Elections

- Elections for the purpose of electing school district directors
- School elections are held in each school district of the state on the third Tuesday in September.
- Special school elections are held on the second Tuesday of any month.

Section Two

Early Voting

All counties, regardless of size, are now allowed to conduct early voting at additional sites outside the county clerk's office. If the county board votes to have off-site early voting, it must appoint enough election officials to staff each voting location as though it were a poll on election day. Early voting begins 15 days before the election and ends on the Monday before the election.

Before the Polls Open

Preparing the Polling Site

Polling sites should have the following election materials available on site. Counties may adapt the election materials to best suit the type of voting equipment in use and to accommodate the county's particular needs.

Supplies

- pens, pencils, and pads
- tape
- magnifying sheet/glass
- one hundred foot (100') spool of string (for marking electioneering area)
- official ballots/vote cards
- candidate and issue labels
- ballot label (voting machines)
- voting booths
- permanent ink pens (paper ballots count by hand)
- marking instruments recommended by the manufacturer (optical scan equipment)
- "Spoiled Ballot" envelopes
- "Provisional Ballot" envelopes
- "Provisional Voter" envelopes
- envelopes to seal voted ballots (paper ballot count by hand)
- envelopes to seal unused ballots (paper ballot count by hand) envelopes for keys (voting machine)
- container with numbered seals for enveloped voted/unvoted ballots (paper ballot count by hand, centralized tabulating equipment) certificates envelopes
- ballot boxes
- numbered ballot box seals
- stub boxes

Before opening the polls, election officials should inspect the election supplies to verify that all needed forms are available.

Forms

- “Oath of Election Officials”
- “Precinct Voter Registration List”
- “List of Voters” form
- “List of Persons Assisting Voters”
- “Spoiled Ballot Affidavit”
- “Challenged Ballot Form”
- “List of Provisional Voters” form
- “Voter Complaint Form” (voting machine)
- “Change in Polling Site Authorization Form”
- “Voter Registration Application” forms
- “Ballot Accounting Form”
- “Election Officials Training Attendance Form – 2004”
- tally sheets (paper ballot count by hand, precinct automatic tabulating equipment)
- tabulation blanks (voting machines)
- Certificates of Election Results (paper ballot count by hand, voting machine, precinct automatic tabulating equipment)

Before opening the polls, election officials should post the following information and signs within and around the polling site as required by law.

Displays

- the public notice
- sample ballots for that poll
- two (2) sample ballot labels or diagrams (voting machine) two (2) copies of all constitutional amendments and acts to be voted upon
- two (2) copies of instructions on how to vote, including instructions for fail-safe and provisional voting
- general information on federal and state voting rights
- general information on the right of an individual to cast a provisional ballot with instructions on how to contact the appropriate official if their rights are alleged to have been violated
- general information on federal and state laws on prohibitions on acts of fraud and misrepresentation
- “Notice on Electioneering”
- “Vote Here” signs (General, Special, and Runoff Elections)
- ADA signs

Arrangement

The arrangement of the polling site is vital to managing the orderly flow of voters through the polling site.

In counties using paper ballots, the county board of election commissioners must provide each polling site with at least one (1) voting booth for every fifty (50) registered electors voting in the last-preceding comparable. Each voting booth

- must be furnished with the necessary supplies to enable the voter to prepare his/her ballot and situated so as to allow the voter to be screened from observation, but
- must be situated in the polling site in plain view of election officials.

In counties using voting machines, each voting machine

- must be in plain view of the election officials, and
- arranged so that no person can observe how the voter casts his/her ballot.

No person other than election officials and voters is permitted within six feet (6') of the voting booths or voting machines. Election officials must ensure that the voting area is secure and provides the voter with privacy in marking his/her ballot.

The voter's

- first stop should be with an election official(s) working the precinct voter registration list(s).
- second stop should be with an election official working the list of voters and dispensing ballots.
- third stop should be the voting booth where the voter is allowed five (5) minutes to mark his/her ballot.
- fourth stop should be at the ballot box. The voter should personally separate the ballot from the ballot stub on the perforated line and deposit the ballot in the ballot box.
- final stop should be at the stub box. The voter should personally deposit the ballot stub in the ballot stub box.

After having voted, the voter must immediately depart from the polling site.

Machine Preparation

In counties using **voting machines**, the election officials must

- verify that the machine counters register zero (000),
- produce one (1) "before-election proof sheet," if the machine is provided with a device for embossing, printing, or photographing candidate and question counters,
- sign the prescribed certificate and post the proof sheet in the polling area,
- unlock the machine for voting, and
- place the keys in a sealed envelope signed by each election official.

In counties using **automatic tabulating equipment**, the election officials must

- generate a printed record at the beginning of the tabulation operation and verify that the tabulating elements for each candidate position, each question, and the public counter are all set to zero (0), and
- sign the printed record as verification that all elements are set to zero (0).

In counties using a **punch card system**, the election officials should

- use a demonstrator ballot to test the marking devices for verification that the ballot can be punched through.

In counties using **DRE machines**, the election officials should

- verify that the machines read "zero".

1. List six (6) things to do prior to opening the polls.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

2. Before the polls open, election officials must:

- a) go to the bathroom.
- b) post at least two (2) copies of instructions to voters (including instructions for fail-safe voting procedures), and two (2) copies of all constitutional amendments and acts to be voted on in a conspicuous place in the polling area.
- c) pace back and forth vigorously to increase blood circulation.

3. What time do election officials open the polls?

- a) 7:00 a.m.
- b) when the election officials decide to show up for work
- c) 7:30 a.m.
- d) 7:30 p.m.

4. How many minutes in advance of opening the polls should the election officials have the polls ready for voting?

- a) 30 minutes
- b) one (1) hour
- c) 15 minutes
- d) whenever you feel you are ready to open

5. What if an election official does not arrive to work?

- a) Forget about it.
- b) Have him/her arrested when he/she arrives.
- c) Grab a volunteer to help.
- d) Immediately contact your county election commission.

6. What is the appropriate response if any of the election materials are missing?

- a) Go to Wal-Mart and buy what's needed.
- b) Immediately contact your county election commission.
- c) Do without them.
- d) Call the police for an investigation.

7. When should all election officials complete their oath to serve?

- a) before the polls open
- b) by January 1 of the closest year

- c) whenever the county clerk has time
- d) at the close of the polls on election day

8. If you are unable to serve on election day, you must notify:

- a) an election coordinator.
- b) an election commissioner.
- c) another designee.
- d) a, b, or c, depending on your county.

Section Three

During Election Hours

Conflict Resolution

It is likely at some time during any election that at least one voter will be difficult to deal with due to anger over an error or problem. It is important to remain calm and try to resolve the situation.

- Never raise your voice to a member of the public.
- If you are too emotionally involved in a specific situation, turn it over to another election official who may be less emotionally “invested”.
- If a voter is belligerent or violent, do not hesitate to call the county election commission or local law enforcement authorities. Keep the phone numbers handy at all times.
- Try to avoid disruption of the voting process by moving the person or discussion outside of the voting area.
- Contact your county election commission to advise them of any situation that arises, as it is ultimately their responsibility to ensure the smooth conduct of the election.

Election Information

- If a voter is unable to provide identification, the election official shall indicate on the precinct voter registration list that the voter **did not** provide identification, and the voter proceeds to vote a regular ballot.
Note: A first-time voter who registers by mail without providing ID when registering, and wants to vote in person but who does not meet the ID requirements of 7-5-305(a)(8)(A) may cast a provisional ballot.
- VOTERS **MUST** SIGN THE PRECINCT VOTER REGISTRATION LIST BEFORE BEING PERMITTED TO VOTE IN ANY ELECTION.
- If a voter is unable to sign or make his/her mark, the election official **must** initial and enter the voter’s date of birth on the voter signature line on the precinct voter registration list.

Primary Election Information

- In a primary election, the voter must state in which party primary he/she wishes to vote.
- If a nonpartisan judicial election is being held simultaneously with the primary, the voter may wish to only vote the nonpartisan judicial election and must state such.
NOTE: No voter is required to vote in a political party’s preferential primary in order to be able to vote in nonpartisan judicial elections.

- In a primary election, no voter may cast a ballot in more than one (1) party primary election.
- In a primary election, the election official **must** mark the precinct voter registration list indicating in which political party primary the voter casts his/her ballot, such as “D” for “Democratic” and “R” for “Republican.”
NOTE: It is unlawful for a person to vote in the preferential primary of one political party and then vote in the runoff election of another political party.
- If a nonpartisan judicial election is being held simultaneously with the primary, and the voter wishes to only vote the nonpartisan judicial election, the election official must mark the precinct voter registration list, such as “J” for “Judicial only.”
- If a qualified elector votes using a separate nonpartisan judicial general election ballot at any time during the election process, whether absentee, early, or at the poll on election day, that elector is ineligible to vote a preferential primary election ballot at a later time during the same election process, whether at the polling site on election day or otherwise, and vice versa.

NOTE: Any voter who requests the separate ballot containing only the names of the nonpartisan judicial candidates is choosing to vote only in the general election for nonpartisan judicial candidates and cannot also use the preferential primary ballot. Any voter wishing to vote in the primary must use the preferential primary ballot to vote for party candidates and nonpartisan judicial candidates.

9. Before voting, the election official should ask the voter to provide:

- a) his/her name.
- b) his/her address.
- c) his/her date of birth.
- d) an approved form of identification.
- e) all of the above.

10. Which form of identification should the voter present?

- a) a current and valid photo identification
- b) a copy of a current utility bill or bank statement
- c) a copy of a government check or paycheck
- d) a copy of a government document that shows the name and address of the voter
- e) any of the above

11. In a primary election, the voter must state:

- a) his/her political party affiliation.
- b) in which party primary he/she wishes to vote.
- c) that he/she wants a ballot.
- d) nothing, he/she is handed a ballot.

- 12. If a nonpartisan judicial election is being held simultaneously with the primary election, can the voter vote both a party primary ballot and a separate nonpartisan judicial general election ballot?**
- a) yes
 - b) no
- 13. After the voter is properly identified, he/she signs his/her name on the:**
- a) precinct voter registration list.
Note: If there is a notation of "Early Vote" or "Absentee Vote" by the voter's name on the precinct voter registration list, the voter has already voted and cannot vote again.
 - b) list of voters.
 - c) a, then b.
- 14. Now that Amendment 81 has been approved to ensure the secrecy of the ballot, election officials should no longer number the back of ballots issued.**
- a) True
 - b) False
- 15. According to law, no person shall be permitted to carry a ballot outside of the polling site.**
- a) true
 - b) false
- 16. How long does a voter have to mark his/her ballot?**
- a) five (5) minutes
 - b) ten (10) minutes
 - c) as much time as needed
- 17. How many ballots may a voter spoil and still receive another?**
- a) one (1)
 - b) two (2)
NOTE: The voter may only spoil two (2) ballots, for a total receipt of three (3) ballots.
 - c) three (3)
 - d) as many as it takes to get it right
- 18. What does an election official write on a spoiled ballot face?**
- a) WRONG
 - b) CANCELLED
 - c) ABSOLUTELY NOT
 - d) SORRY, TRY AGAIN

19. Where does an election official place a spoiled ballot?

- a) just throws it away
- b) in the ballot box
- c) in an envelope marked "Spoiled Ballots"

20. Who may assist a person with a disability in casting a ballot?

- a) only a relative
- b) any candidate
- c) any person selected by the voter

21. If a person requests assistance from an election official, who can assist the person in marking his/her ballot?

- a) one (1) election official
- b) two (2) election officials
- c) three (3) election officials

NOTE: Election officials must make and maintain a list of all persons assisting voters.

22. Can any voter who informs an election official that he/she is physically unable to stand in line for an extended period of time advance to the front of the line?

- a) yes
- b) no
- c) only busy people who are in a hurry

Section Four

Fail-Safe Voting

Fail-safe voting is the mechanism established under the National Voter Registration Act of 1993 that allows voters who have moved within the same county to vote at their new precinct without having updated their voter registration records. (For detailed information see page 30.)

23. If a voter's declared date of birth differs from the precinct voter registration list, can additional information be requested?

- a) yes
- b) no

24. If a voter's address differs from the precinct voter registration list, the election official must contact:

- a) the county clerk.

Note: The county clerk must verify that the voter's address is within the precinct.

- b) the county judge.
- c) the post office.

25. If the voter's new address is within the current voting precinct, the voter must:

- a) bring a self addressed envelope to the poll.
- b) complete a voter registration application form to update county voter registration records.
- c) bring a copy of his/her mortgage loan or rental agreement to the poll.

26. If the voter's new address is not within the current voting precinct, the voter must:

- a) contact the county clerk to determine the proper voting precinct.
- b) go to the proper new polling site to vote.
- c) a, then b.

Change in Polling Site

If a voter's new address is not within the current voting precinct, the county clerk's office must be contacted to determine the proper voting precinct, and the voter must then go to the proper new polling site to vote.

You may wish to consider using a form similar to the one included with these materials (page 37) entitled "Change in Polling Site Authorization Form" to assist both the voter and the election officials at the new polling site location. The form contains pertinent information obtained from the county clerk's office directing the voter to the proper new voting location.

27. If the voter's name differs from the precinct voter registration list, the voter must:

- a) bring his/her birth certificate to the poll.
- b) complete a voter registration application form to update county voter registration records.
- c) bring a copy of his/her marriage license to the poll.

28. If the voter's name is not on the precinct voter registration list, four (4) things must happen to allow the voter to vote a regular ballot. Number the steps in proper order (1 - 4).

- ___ Voter gives and affirms his/her current address, and the election official verifies with the county clerk that the residence is within the voting precinct.
- ___ Voter signs the precinct voter registration list.
- ___ Voter completes an updated voter registration application form.
- ___ Voter identifies himself/herself by name and date of birth and is verified by the county clerk as a registered voter within the county.

29. If a voter's name is not on the precinct voter registration list, and the county clerk is unable to verify the voter's registration, the voter may:

- a) vote a provisional ballot.
- b) not vote.
- c) vote only on Sunday elections.

Section Five

Poll Watchers' Rights and Responsibilities

(See page 39 for detailed list.)

- 30. Only one poll watcher per candidate at any one time may be officially recognized as a poll watcher at a polling site.**
a) true
b) false
- 31. Only one poll watcher per group seeking the passage or defeat of a ballot measure at any one time may be officially recognized as a poll watcher at a polling site.**
a) true
b) false
- 32. Poll watchers may challenge ballots.**
a) true
b) false
- 33. Election officials may challenge ballots.**
a) true
b) false
- 34. Poll watchers may remain at the polling site after the poll closes.**
a) true
b) false
- 35. Poll watchers may witness the counting of ballots by election officials.**
a) true
b) false
- 36. Poll watchers may not electioneer inside the polling site or within 100 feet measured from the primary exterior entrance of the building.**
a) true
b) false
- 37. Poll watchers may not be within six (6) feet of any voting machine or booth.**
a) true
b) false
- 38. Poll watchers may not talk to any voter at any given time in the building or within 100 feet (100') of the primary exterior entrance to the building containing the polling site during voting hours.**
a) true
b) false

Section Six

Provisional Ballots

(See page 31 for detailed information.)

39. Answer the following statements either “True” or “False.”

- ☐ The poll watcher must challenge the ballot before the ballot is issued to the voter.
- ☐ An election official must inform the voter that his/her ballot is being challenged by a poll watcher.
- ☐ The poll watcher must display credentials (the “Poll Watcher Authorization Form”).
- ☐ The poll watcher must complete a “Challenged Ballot Form.”
- ☐ The voter must vote on a paper ballot/vote card initialed by the election official.
- ☐ The voter must separate his/her marked ballot from the ballot stub.
- ☐ The voter must place the Provisional ballot in a single envelope marked “Provisional Ballot” and seal the envelope.
- ☐ The voter must place the ballot stub, the sealed “Provisional Ballot” envelope, and the “Challenged Ballot Form” in an envelope marked “Provisional Voter.”
- ☐ The election official must maintain a separate list of names of provisional voters.

First-Time Voters

Pursuant to the Help America Vote Act of 2002 (HAVA), first-time voters (those who have not previously voted in a Federal election in the state) who registered to vote by mail must present ID either with their voter registration application or when voting to avoid having to vote a **provisional ballot**.

Acceptable forms of ID as of 2004 when registering to vote or voting include:

- copy of current, valid photo ID (such as driver's license)
- copy of current utility bill that shows name and address of voter
- copy of bank statement that shows name and address of voter
- copy of government check or paycheck that shows name and address of voter
- copy of other government document that shows name and address of voter.

Those who provided one of the forms of ID listed above when registering will be treated like a regular voter when asked to show ID when voting. If they do not present an ID, they will be **allowed to vote a regular ballot** after the election official notes "NO ID" next to their name on the precinct VR list.

Once the statewide voter registration system is coordinated with the databases of Drivers' Services and Social Security, first-time voters who register by mail will be allowed to write their **driver's license number or the last four digits of their Social Security number** on the voter registration application as an acceptable form of ID. Until that time first-time voters will have to provide a copy of one of the listed documents when registering or show an acceptable ID when voting to avoid voting a provisional ballot.

Section Seven

Electioneering

No person can hand out or distribute or offer to hand out or distribute any campaign literature or any literature regarding any candidate or issue on the ballot, solicit signatures on any petition, solicit contributions for any charitable or other purpose, or do any electioneering of any kind whatsoever in the building or within 100 feet (100') of the primary exterior entrance used by voters to the building containing the polling place on election day or during early voting days.

Exit Polls

News organizations may request to set up an "exit poll" on election day for the purpose of inquiring how voters voted. Although exit polls are not considered electioneering, conducting an exit poll does involve speaking with a voter. Thus, the election commission may require the exit pollsters to abide by state laws governing electioneering.

Election officials should be notified in advance that an exit poll will be conducted at their voting location.

40. Can election officials electioneer or campaign?

- a) any time, any place
- b) no, not at all
- c) yes, but not on election day or any day on which early voting is allowed

41. To electioneer on election day, how many feet must a person distance himself/herself from the primary exterior entrance of the building containing the polling site?

- a) 300 feet
- b) six (6) feet
- c) 100 feet

Section Eight

Closing The Polls

The polls must open at 7:30 a.m. on election day and remain open continuously until 7:30 p.m. When the polls close, all persons who are in line at the polling site must be permitted to vote.

After the polls have closed and all persons in line at the time of closing have voted, the election officials must immediately total the number of voters on the voter list and certify and attest the list of voters, and attest to the total number of voted, spoiled, provisional and unused ballots, and the total number of ballots printed and delivered to the polls.

Processing/Counting Absentee Ballots

Although they may be opened and processed before the polls close, **no absentee or early votes can be counted and no results can be printed or released prior to the closing of the polls.**

Paper Ballots Counted by Hand at the Polling Site

In counting paper ballots by hand at the polling site, the election officials must

- witness the counting of the ballots,
- open the ballot box, count each ballot in turn or count by offices and issues,
- keep separate tally lists of the votes cast for each candidate or issue on the ballot,
- continue the count to completion,
- make out the certificates of election in triplicate, and
- post one (1) copy of the certificate of election outside the polling site.

Upon completion of the counting of the ballots, the election officials must

- deliver the list of voters form, the precinct voter registration list, voter registration application forms and other record-keeping supplies, the second copy of the certificate of election results, and one (1) copy of the tally sheets to the county clerk,
- deliver the third copy of the certificate of election results, one (1) copy of the tally sheets, the reports of provisional voters, unused ballots, voted ballots secured in a number sealed container, provisional ballots, canceled ballots, and other election materials to the county election commission, and
- deliver the sealed stub boxes to the county treasurer.

Voting Machines

In counties using voting machines (lever and DRE), the election officials must

- announce that the polls have closed,
- lock the machine or machines against further voting in the presence of all persons authorized to be present,
- certify by signature that the machines were locked and sealed,
- attest to the exact time, the number of votes shown on the public counter (the total number of votes cast on the machine), the number on the seal, and the number registered on the protective counters,
- expose the count in the presence of all persons authorized to be present,
- announce in a loud and audible manner and in the order in which the office or questions are arranged on the machine, the number on each counter for each candidate and question and the totals shown by the counter numbers, and
- keep tabulation blanks in ink of the votes cast for each candidate or question on the ballot.

If the voting machine is provided with a device for embossing, printing, or photographing candidate and question counters, the election officials must

- operate the mechanism to produce the return record in triplicate,
- remove the write-in sheet, if any,
- record write-in votes on the return record,
- attach the write-in sheet to the return record,
- post one (1) copy of the completed return record to which the write-in sheet has been attached on the wall of the polling room,
- in precincts with more than one (1) machine, complete a tabulation sheet,
- attach one (1) return record for each machine to the tabulation sheet, and
- sign the tabulation blanks or machine return record produced by the device.

Upon completion of tabulation of the count, the election officials must

- lock the doors of the voting machines, sealing the operating levers of the machine preventing further operation of the voting and counting mechanisms,
- deliver all tabulation blanks, certificates, and statements to the proper officials as provided by law, and
- place the keys of the voting machines in a sealed envelope signed by all the election officials, deliver to the county election commission, and obtain a receipt.

Electronic Voting Systems (such as optical scan)

In counties using electronic voting systems, the election officials must

- secure the marking devices against further voting,
- open the vote card box and count the number of vote cards or envelopes containing vote cards that have been cast to verify that the number of vote cards cast agrees with the number of voters shown on the list of voters,
- report any excess in writing to the county board of election commissioners along with the reason, if known,

- enter the total number of voters on the tally sheets,
- count the write-in votes and prepare a return of the votes,
- serially number the write-in vote cards and place the same number on the ballots,
- compare the write-in votes with the votes cast on the vote card to ensure against overvoting,
- if the number of votes for an office exceeds the number allowed by law, enter a notation to that effect on the back of the vote card, and
- if the votes are to be tabulated at a central location, return such vote cards to the counting location in an envelope marked "Defective Vote Cards."

If votes are to be tabulated at the polling site, all proceedings must be under the direction of the election officials at the polling site. The election officials must

- tabulate, or direct the tabulation, in the same manner as provided for tabulation at a central location.

If votes are to be tabulated at a central location, all proceedings at the counting location must be under the direction of at least two (2) election officials named by the county board of election commissioners, and if possible, represent both the majority party and the minority party. The election officials must

- place all vote cards that have been cast in a sealed container provided for that purpose, and
- deliver the sealed container, along with the unused, void, and defective vote cards and returns to the county board of election commissioners.

In tabulating the vote, the election officials must

- generate a printed record at the beginning of the tabulation operation that verifies that the tabulating elements for each candidate position, each question, and the public counter are all set to zero (0), and
- generate a printed record at the finish of the tabulation operation of the total number of voters whose ballots were tabulated, the total number of votes cast for each candidate appearing on the ballot, and the total number of votes cast for or against any question appearing on the ballot.

In tabulating the vote, if any vote card is damaged or defective so that it cannot properly be counted by the automatic tabulating equipment, the election officials must

- make a true duplicate copy in the presence of the tabulation election officials,
- substitute the duplicate copy for the damaged vote card,
- label the duplicate vote card "duplicate,"
- record a serial number on the "duplicate" and corresponding damaged or defective vote card, and
- count the "duplicate" vote card in lieu of the damaged or defective vote card.

- 42. What time do polls close on election day?**
- a) 7:30 p.m.
 - b) 7:00 p.m.
 - c) 8:00 p.m.
 - d) at any time the election officials deem appropriate
- 43. May people standing in line at closing time still vote?**
- a) yes
 - b) no
- 44. What should be done if two (2) or more ballots are found folded together?**
- a) none of the ballots are counted
 - b) all of the ballots are counted
 - c) make paper airplanes out of them
- 45. Upon closing of the polls and discharge of duties, where must copies of the list of voters, the precinct voter registration list, and the voter registration application forms be delivered?**
- a) to the county clerk
 - b) to the county election commission
 - c) to the county treasurer
- 46. Upon closing of the polls and discharge of duties, where must copies of the certificates of election results and tally sheets be posted and delivered?**
- a) one (1) copy at the polling site
 - b) one (1) copy to the county clerk
 - c) one (1) copy to the county election commission
 - d) all of the above
- 47. Upon closing of the polls and discharge of duties, where must voted ballots, unused ballots, and election materials be delivered?**
- a) to the county clerk
 - b) to the county election commission
 - c) to the county treasurer
- 48. Upon closing of the polls and discharge of duties, all election materials and returns must be delivered to the county election commission by the election officials:**
- a) within twenty-four (24) hours after the polls close.
 - b) within seventy-two (72) hours after the polls close.
 - c) immediately after the polls close.
- 49. Upon closing of the polls and discharge of duties, where must the sealed ballot stub boxes be delivered?**
- a) to the county clerk
 - b) to the county election commission
 - c) to the county treasurer

Section Nine

Forms

I. State of Arkansas Instructions to Voters	29-32
II. Notice on Electioneering	33
III. Oath of Election Officials	34
IV. List of Voters	35
V. Spoiled Ballot Affidavit	36
VI. Change in Polling Site Authorization Form	37
VII. Poll Watcher Authorization Form	38
VIII. Poll Watcher Rights and Responsibilities.....	39
IX. Challenged Ballot Form	40
X. List of Provisional Voters	41
XI. Voter Complaint Form	42
XII. Ballot Accounting Form	43
XIII. List of Persons Assisting Voters.....	44
XIV. Election Officials Training Attendance Form – 2004.....	45
XV. Election Officials Checklist.....	46

STATE OF ARKANSAS

INSTRUCTIONS TO VOTERS (pg 1)

Election officials shall post at least (2) copies of instructions to voters, including instructions for fail-safe voting procedures, in a conspicuous place in the polling area on election day.

- The voter must state his/her name, address, and date of birth to an election official.
- In a primary election, the voter must state in which party primary he/she wishes to vote.
- If a nonpartisan judicial election is being held simultaneously with the primary, the voter may wish to only vote the nonpartisan judicial election and must state such.
- The voter is not required to vote in a political party's preferential primary in order to be able to vote in nonpartisan judicial elections.
- In a primary election, no voter may cast a ballot in more than one (1) party primary election.
- In a primary election, the election official must mark the precinct voter registration list indicating in which political party primary the voter casts his/her ballot, such as "D" for "Democratic" and "R" for "Republican."
- If a nonpartisan judicial election is being held simultaneously with the primary, and the voter wishes to only vote the nonpartisan judicial election, the election official must mark the precinct voter registration list, such as "J" for "Judicial only."
- If a qualified elector votes using a separate nonpartisan judicial general election ballot at any time during the election process, whether absentee, early, or at the poll on election day, that elector is ineligible to vote a preferential primary election ballot at a later time during the same election process, whether at the polling site on election day or otherwise, and vice versa.
- **Any voter who requests the separate ballot containing only the names of the nonpartisan judicial candidates is choosing to vote only in the general election for nonpartisan judicial candidates and cannot also use the preferential primary ballot.**
- **Any voter wishing to vote in the primary must use the preferential primary ballot to vote for party candidates and nonpartisan judicial candidates.**
- The voter is requested, for purposes of identification, to provide a current and valid photo identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- If a voter is unable to provide this identification, the election official shall indicate on the precinct voter registration list that the voter did not provide identification, and the voter proceeds to vote.
- A first-time voter who registered by mail and did not provide ID with the registration must provide one of the listed forms of ID or he/she must vote a provisional ballot.
- Voters must sign the precinct voter registration list before being permitted to vote in any election.
- If a voter is unable to sign or make his/her mark, the election official must initial and enter the voter's date of birth on the voter signature line on the precinct voter registration list.
- The election official must initial back of ballot before giving ballot to voter.

INSTRUCTIONS TO VOTERS (pg 2)

Fail-Safe Voting

If a voter's address differs from the precinct voter registration list,

- the election official must contact the county clerk, and
- the county clerk must verify that the voter's address is within the precinct.

If the voter's new address is within the current voting precinct,

- the voter must complete a voter registration application form to update county voter registration records.

If the voter's new address is not within the current voting precinct,

- the voter must contact the county clerk to determine the proper voting precinct, and
- the voter must then go to the proper new polling site to vote.

If the voter's name differs from the precinct voter registration list,

- the voter must complete a voter registration application form to update county voter registration records.

If the voter's name is not on the precinct voter registration list,

- the voter must identify himself/herself by name and date of birth and must be verified by the county clerk as a registered voter within the county.
- the voter must give and affirm his/her current address, and the election official must verify with the county clerk that the residence is within the voting precinct.
- the voter must complete an updated voter registration application, and
- the voter must sign the precinct voter registration list.

If a voter's name is not on the precinct voter registration list, and the county clerk is unable to verify the voter's registration, but the voter contends that he or she is eligible to vote and desires to vote,

- the voter may vote a provisional ballot upon the execution of a written affirmation that the individual is a registered voter in the jurisdiction in which the individual desires to vote and that the individual is eligible to vote in that election.
- the election official shall provide the voter written information instructing the individual on how to determine whether the vote was counted, and if not, why the vote was not counted
- the election official shall note on the list of voters persons voting in this manner

INSTRUCTIONS TO VOTERS (pg 3)

Provisional Ballots

When the ballot of any voter is challenged by a poll watcher,

- an election official must inform the voter that his/her ballot is being challenged by a poll watcher,
- the poll watcher challenging the ballot must display credentials (a valid "Poll Watcher Authorization Form"),
- the poll watcher must complete a "Challenged Ballot Form,"
- the voter must vote on a paper ballot/vote card initialed by the election official,
- the voter must separate his/her marked ballot from the ballot stub,
- the voter must place the provisional ballot in a single envelope marked "Provisional Ballot" and seal the envelope,
- the voter must place the ballot stub, the sealed "Provisional Ballot" envelope, and the "Challenged Ballot Form" in an envelope marked "Provisional Voter", and
- the election official must maintain a separate list of names of provisional voters.

All provisional ballots must be preserved, secured, and separated from the remaining ballots to the end that the right of any person to vote may be determined later by the county board of election commissioners or the court in which an election contest may thereafter be filed.

The county board of election commissioners must, prior to certification of the results of the election, determine whether the provisional ballots are valid. If, upon examination of any provisional ballots, the county board of election commissioners suspects that a violation of election laws has occurred, the board may refer the matter to the prosecuting attorney.

Voting the Ballot

To cast a ballot, the voter should,

- enter a voting booth,
- mark his/her ballot according to the voting instructions and not mark the ballot in any other way,
- detach the ballot from the ballot stub,
- deposit the ballot in the ballot box or optical scanner,
- deposit the ballot stub in the ballot stub box, and
- immediately depart the polling site.

If the voter requests assistance,

- he/she may be assisted by two (2) election officials in marking his/her ballot (one election official to assist the voter and one to observe without comment or interpretation), or
- he/she may be assisted by any person selected by the voter, but
- in no case, is any person permitted to carry a ballot outside of the polling room.
- election officials shall make and maintain a list of names of all persons assisting disabled voters

INSTRUCTIONS TO VOTERS (pg 4)

Voting the Ballot (continued)

If the voter spoils his/her ballot,

- he/she must return the ballot to the election official,
- the election official will cancel the spoiled ballot by writing "CANCELLED" on the face of the ballot and initialing the ballot,
- the election official will place the spoiled ballot in an envelope marked "Spoiled Ballots,"
- the election official will indicate the spoiled ballot stub number on the "Spoiled Ballot Affidavit,"
- the voter must sign the "Spoiled Ballot Affidavit,"
- the election official will provide the voter with another ballot not to exceed three (3) ballots in all, and
- the election official will preserve the spoiled ballots separately from other ballots for return to the county board of election commissioners.

NOTICE ON ELECTIONEERING

- **No distribution of any literature regarding any candidate or issue on the ballot,**
- **No solicitation of signatures on any petition,**
- **No solicitation of contributions, and**
- **No electioneering of any kind whatsoever** (including campaign buttons, caps, shirts, or other articles of influence) **in the building or within 100 feet of the primary exterior entrance used by voters to the building containing the polling site on election day or during early voting days**

OATH OF ELECTION OFFICIALS

I, _____, do swear
that I will perform the duties of an election official of this election according to law
and to the best of my abilities, and that I will studiously endeavor to prevent
fraud, deceit, and abuse in conducting the same, and that I will not disclose how
any voter shall have voted, unless required to do so as a witness in a judicial
proceeding or a proceeding to contest an election.

Signed this _____ day of _____ 20____.

Election Official Signature _____

Street Address _____

City, State, Zip _____

Sworn to and subscribed before me, _____,
this _____ day of _____ 20____.

(Signature of Oath Administrator)

LIST OF VOTERS

Date: _____

Precinct #: _____

Ballot Style Number: _____

NAME OF VOTER		NAME OF VOTER	
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

SPOILED BALLOT AFFIDAVIT

Precinct(s) _____ Date _____

Instructions: *At any time a voter spoils a ballot, he/she should return the ballot to an election official. The ballot should be voided and a new ballot issued. The voter must sign this affidavit before voting the new ballot. The election official must indicate below, the ballot stub number of the spoiled ballot.*

I, the undersigned, do solemnly swear or affirm that I spoiled the ballot(s) identified below, that I returned the spoiled ballot(s) to an election official who canceled the ballot(s) in my presence, and that I received a new ballot.

Signature of Voter	Spoiled Ballot Stub #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

CHANGE IN POLLING SITE AUTHORIZATION FORM

(To be presented by the voter to the election official at the voter's new polling site)

Date of Election: _____

Name of Voter: _____

Voter's Affidavit Number: _____
(This number will be provided by the County Clerk's office.)

New Polling Site Location: _____
(The new polling site location will be provided by the County Clerk's office.)

New Polling Precinct Number: _____
(This number will be provided by the County Clerk's office.)

Authorized By: _____
(The name of the employee with county clerk's office confirming the voter's registration.)

Referred From Precinct Number: _____

Referred by Election Official: _____
(The signature of the election official referring the voter to a new polling site.)

ATTENTION VOTER: Be sure to complete an "Arkansas Voter Registration Application" form to update your county voter registration records.

POLL WATCHER AUTHORIZATION FORM

Representative of a Candidate

I, _____, state that I am a candidate for the office of _____ in the _____ election. I further state that _____ is designated by me as my representative at the election for the purpose of Arkansas Code §§ 7-5-312, 7-5-316, 7-5-416, 7-5-417, and 7-5-615 in precinct _____ in _____ County, Arkansas.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election for the purpose of Arkansas Code §§ 7-5-312 and 7-5-417 in precinct _____ in _____ County, Arkansas.

Representative of a Party

I, _____, state that I am the chairman or secretary of the state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that _____ is designated by me as a party representative at the election for the purpose of Arkansas Code §§ 7-5-312, 7-5-316, 7-5-416, 7-5-417, and 7-5-615 in precinct _____ in _____ County, Arkansas.

**Signature of Candidate, Group Representative, or
Chairman/Secretary of the State/County Committee**

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

Signature of Poll Watcher

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby acknowledge filing of the poll watcher authorization form with the county clerk's office.

Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- A candidate in person or by representative designated by a candidate;
- A representative designated by any group seeking passage or defeat of a measure on the ballot; or
- A representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- Only one (1) poll watcher per candidate, group, or party at any one time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- Only one (1) poll watcher per candidate, group, or party at any one time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed;
- Only one (1) poll watcher per candidate or party at any one time may be officially recognized as a poll watcher at the counting of the ballots; and
- Poll watchers must display a valid affidavit in the form of a "Poll Watcher Authorization Form".

Poll watchers may:

- Observe the election officials;
- Stand close enough to the precinct voter registration lists so as to hear the voter's name and observe the voter's signature;
- Compile lists of persons voting;
- Challenge ballots upon notification to an election official before the ballot is issued to the voter and upon completing a "Challenged Ballot Form";
- Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging the vote in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- Remain at the polling site after the poll closes if ballots are counted at the poll, be present at the counting of votes by electronic tabulation equipment at a centralized location, and be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials; and
- Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- Be within six feet (6') of any voting machine or booth used by voters to cast ballot;
- Electioneer inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site;
- Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- Disrupt the orderly conduct of the election.

CHALLENGED BALLOT FORM

Name of Voter Challenged: _____

Name of Challenger: _____

Name of Candidate, Group, or Party that Challenger
Represents: _____

Reason for Challenge: _____

Signature of Challenger: _____

Precinct: _____

Date: _____ Time: _____

LIST OF PROVISIONAL VOTERS

Date of Election: _____ Precinct #: _____

(These columns to be completed by the election commission)

[illegible]

VOTER COMPLAINT FORM
(for complaints about function of voting machines)

Name of Complainant: _____

Address of Complainant: _____

Telephone Number of Complainant: _____

Complaint: _____

Signature of Complainant: _____

Precinct: _____ Voting Machine ID#: _____

Date: _____ Time: _____

BALLOT ACCOUNTING FORM

To be completed by election officials [§ 7-5-707(a)]

Name of Election

Polling Location Name

Date of Election

Precinct Number(s)

We, the undersigned, duly appointed election officials hereby certify the receipt and disposition of the ballots available at said precinct as follows:

A) BALLOTS AVAILABLE AT THE OPENING OF THE POLLS

Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.

B) BALLOT ACCOUNTING AT THE CLOSING OF THE POLLS

C) UNUSED BALLOTS

Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.

D) TOTAL NUMBER OF:

- 1) Unused Ballots (*C from above*): _____
- 2) Spoiled Ballots: _____
- 3) Total Provisional Ballots: _____ (Disqualified _____; Counted _____)*
- 4) Voted Ballots (*paper & machine, if applicable; same total as on "List of Voters"*): _____
- 5) Paper Ballots delivered at opening of poll (*A from above*): _____

* Attach the List of Provisional Voters. To be completed by county board during vote canvassing.

BALLOT BOX SEAL NUMBER(S) _____

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

LIST OF PERSONS ASSISTING VOTERS

A.C.A. § 7-5-310(b)(4)

Date of Election: _____ Precinct #: _____

Name of Person Assisting Voter	Name of Voter Assisted	Address of Voter Assisted

ELECTION OFFICIALS' TRAINING ATTENDANCE FORM – 2004

(This form MUST be distributed to all election day and off-site early voting polling sites for the preferential primary for trained election officials to complete.)

NAME OF ELECTION: _____ DATE OF ELECTION: _____ COUNTY: _____

POLLING SITE: _____ PRECINCT NAME/NUMBER: _____

I swear/affirm that I attended election officials' training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated and that I have performed the duties of an election official by working the polls or an off-site early voting site for the preferential primary according to the law and to the best of my abilities.

ELECTION OFFICIAL:

NAME (Please print clearly)

ADDRESS

SIGNATURE

DATE/LOCATION OF TRAINING

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I swear/affirm that the above named election officials attended training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated. I further affirm that the election officials training was conducted using only materials provided by the State Board or in conjunction with county materials whose use was previously requested in writing to the State Board and approved in writing by the State Board.

COUNTY BOARD OF ELECTION COMMISSIONERS:

NAME (Please print clearly)

SIGNATURE

_____	_____
_____	_____
_____	_____

NAME OF CERTIFIED TRAINER:

RETURN THIS FORM TO:
STATE BOARD OF ELECTION COMMISSIONERS
501 WOODLANE, SUITE 122
LITTLE ROCK, AR 72201
(501) 682-1834 or (800) 411-6996

ELECTION OFFICIALS CHECKLIST

Name of Polling Site: _____ Precinct # : _____
 Location/Address of Polling Site: _____

We, the appointed election officials, do hereby attest to the completion of the following duties for the
 _____ Election held in
 _____ County on _____, 20_____.

OATH: We the undersigned do swear that we will perform the duties of election officials of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

ALL ELECTION OFFICIALS WORKING THE POLLING LOCATION MUST SIGN

 (Signature of election official)

 (Signature of election official)

 (Signature of election official)

 (Signature of election official)

 (Signature of election official)

 (Signature of election official)

Enter an X in the blank to confirm completion of each task. If not applicable, please indicate "N/A" in the space. Please explain any exceptions in the space provided or in the Comments section at the end of this report.

Checklist	YES	NO	N/A
1. Took the Oath of Election Officials (above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verified ballots available at the opening of the polls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Completed upper portion of the "Ballot Accounting" form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspected election supplies prior to opening of the polls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Notified election commission of missing materials thirty (30) minutes prior to opening the poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
4. Inspected voting equipment prior to opening poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Verified equipment counters were set to zero votes prior to any voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Reported equipment malfunction to county board of election commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of malfunction and resolution: _____			

5. Identified 100' boundary for electioneering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Posted each of the following required postings:			
a) Notice of election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Sample ballots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Two (2) sample ballot labels or diagrams (voting machine counties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Two (2) copies of constitutional amendments and acts to be voted on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Two (2) copies of instructions on how to vote, including instructions for fail-safe voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Instructions on how to cast a provisional ballot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) General information on federal and state voting rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) General information on the right of an individual to cast a provisional ballot with instructions on how to contact the appropriate officials if their rights are alleged to have been violated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) General information on federal and state laws on prohibitions on acts of fraud and misrepresentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
j) "Vote Here" signs (general, special, and runoff elections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) ADA signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Situated voting booths in plain view of the election officials while allowing each voter privacy in marking his or her ballot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Opened the polls at 7:30 a.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Requested the voter to provide one of the following forms of ID:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Current and valid photo identification • Copy of current utility bill • Bank statement • Government check • Paycheck or other government document that show name and address of voter 			

If the voter is unable to provide this identification, and the name, address and date of birth given by the voter match the "Precinct Voter Registration List," the election official indicates on the "Precinct Voter Registration List" that the voter did not provide identification, and the **VOTER IS ALLOWED TO VOTE A REGULAR BALLOT.**

But, any first time voter who registered by mail without providing identification when registering (this should be indicated on the precinct voter registration list), and does not provide identification at the polls as described above MAY CAST A PROVISIONAL BALLOT.

10. Initialed the back of each ballot before giving the voter the ballot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prevented anyone from carrying a ballot outside the polling area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Processed all provisional ballots including,			
a) Placing all provisional ballots in a separate transport envelope to provide for prompt review by the county board of election commissioners pursuant to 7-5-312(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Keeping a list of all persons voting provisional ballots, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Providing written information to provisional voters on how to find out whether votes counted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
13. Verified "Poll Watcher Authorization" forms displayed by all poll watchers appearing at poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Recorded names of all persons assisting voters with voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Processed all spoiled ballots as follows:			
a) Preserved all spoiled ballots separately for transport to the county board of election commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Wrote "CANCELLED" on the face of all spoiled ballots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Closed the poll at 7:30 p.m. allowing all eligible voters in line at that time to cast their ballots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Completed the accounting for all ballots at the closing of the polls on the "Ballot Accounting Form" provided each polling location by the county election commission for reporting pursuant to § 7-5-507	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Completed the "Election Officials' Training Attendance Form – 2004"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Processed and delivered all election materials pursuant to §7-5-317:			
a) Sealing all voted ballots with numbered seal for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Sealing stub boxes for transport (covering slot where stubs are inserted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Posting certificate of election results outside the polling site after the count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Delivering the list of voters form, precinct voter registration lists, voter registration application forms and other record keeping supplies to the appropriate official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Delivering all election materials and returns to the county board of election commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: *Please list any events of the day that were out of the ordinary, any comments or suggestions:*
